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| **Job title** | COVID Testing Officer |
| **Salary** | £10 per hour (plus holiday pay) |
| **Reports to** | COVID Testing Co-Ordinators |

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| **Purpose of the job** |
| To undertake duties associated with COVID testing within the College |

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| **Main duties** |
| There will be a team of staff who will undertake a number of varying roles in the testing process. You might be required to rotate between the roles and tasks.   1. Undertake the marshalling of students and staff through the test process, from initial queueing to awaiting their results and leaving 2. Dispense test kits and collect them once used. 3. Assist students and staff with their tests 4. Process test swabs to determine the results of COVID tests 5. To inform students and staff of their test results and to assist in the management of any positive cases 6. Assist with the recording of attendance and results of staff and students being tested for COVID. 7. Assist with the disposal of used test kits and any litter within the testing area 8. Assist in the disinfection of surfaces between sessions including the use of a disinfectant fogging machine 9. To undertake training in advance of the testing process and also from time to time as guidance and procedures change. 10. To follow set procedures to ensure the safety of yourself, your colleagues and students 11. To feedback on the efficacy and safety of testing procedures and to provide suggestions on how improvements might be made 12. Any other duties associated with COVID testing as may be required from time to time. |

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| **Hours** |
| As the testing process is new to schools and colleges, the hours have yet to be determined. These hours may vary over the weeks of the testing process. The duration of testing has yet to be determined by the government.  You will be paid for a minimum of 3 hours for each day that you undertake your testing duties (including any initial training). You will be asked to commit to undertaking 3 hours per day that you work and to a minimum of 6 hours per week.  Paid student interns would need to commit to a minimum of 2 hours per session and to 1 session per week. |

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| **Notes** |
| You will be provided with appropriate PPE for the actual tasks that you undertake.  Testing Officers may be required to undergo standard Disclosure and Barring checks (DBS). Testing Co-ordinators and Leads may be required to undergo enhanced DBS checks.  Testing staff will be provided with refreshments, including lunch if working both morning and afternoon sessions. |

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| **Co-ordinators and Testing Leads** |
| Co-ordinators and Testing Leads will undertake similar duties to those of the Officers. However, they will also assume responsibility for part of, or the whole of the testing process during the testing sessions and will supervise staff, interns and volunteers as required.  Testing staff may be asked to act as either Co-ordinators or Leads for particular sessions or will be appointed to those roles for the process as a whole.  Co-ordinators will be paid at the rate of £13 per hour (plus holiday pay)  Testing Leads will be paid at the rate of £15 per hour (plus holiday pay) |

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| **Person specifications** |
| No formal qualifications are required for the roles.  General expectations for COVID testing staff are:   * Patience and tolerance * Able to communicate well with students and colleagues * Literate and numerate (for recording attendance and test results) * Methodical and able to follow set processes * Reliable (you will turn up punctually for agreed testing sessions)   Whilst you do not have to possess all of these skills, you may be limited in the roles that you can undertake if you have weaknesses in certain skills. |